



Policy: 2103
Procedure: 2103.08
Chapter: Business and Finance
Rule: Parole Office Asset Management

Effective: 4/24/08
Replaces: 4330.01/4301.01
Dated: 12/15/1995

Purpose:

The Arizona Department of Juvenile Corrections (ADJC) Community Corrections Division shall comply with all established ADJC asset management programs and maintain compliance with all federal and state work related regulations and guidelines. Bus tickets, postage stamps, keys used for the parole offices, state-owned vehicles and any other securable state equipment, and/or other financial items shall be distributed in a manner that ensures control, accountability, and effective management of resources.

Rules:

1. The **DEPUTY DIRECTOR** and **COMMUNITY CORRECTIONS PROGRAM ADMINISTRATOR** shall monitor the use and transfer of all Department physical assets and the disposal of surplus assets, when needed.
2. **Asset Compliance:**
 - a. The **PAROLE ADMINISTRATOR/SUPERVISOR(S)** shall:
 - i. Ensure their area is in compliance with all:
 - (1) Federal, State of Arizona, and ADJC security and safety regulations;
 - (2) Americans with Disabilities Act (ADA) Standards and report any non-compliance issues to their immediate supervisor or the ADJC ADA Coordinator;
 - (3) Occupational Safety and Health Administration (OSHA) Standards and report any non-compliance issues to their immediate supervisor or the ADJC OSHA representative;
 - (4) Fire Prevention and Safety Procedures and report any non-compliance issues to their immediate supervisor or the ADJC Fire Prevention and Safety representative.
 - ii. Ensure Fire Drills are conducted in accordance with Procedure 4007.02 Security Facility Fire Emergency Plan and Fire Drills and Procedure 4007.09 Central Office and Other ADJC Leased Buildings Fire Safety and Fire Drills. Fire drills shall be conducted:
 - (1) Every 30 days for buildings with an educational program;
 - (2) Every 90 days for a Parole Office with no educational program.
 - iii. Ensure that all employees have completed mandatory ADJC training, annually, i.e. CPR/First Aid, Fire Prevention and Occupational Safety.
3. **Asset Management:**
 - a. The **PAROLE SUPERVISOR(S)** shall:
 - i. Manage all ADJC property, supplies, and assets for their office or area of responsibility;
 - ii. Ensure all ADJC property, supplies, and assets are used appropriately and for state business only;
 - iii. Ensure any damages to or concerns about state property are reported to their immediate supervisor or designee in a timely manner;
 - iv. Ensure the operating procedures for the following organizational objectives are established and maintained:
 - (1) Scheduled audits;
 - (2) Property/fixed asset inventory tagging;
 - (3) Log maintenance documenting the individuals to whom keys have been issued, the number, and types of keys issued (door, desk, file, etc.);
 - (4) Reporting the disposal of surplus property, i.e., unwanted, damaged, or unrepairable property; and

(5) Property/fixed asset inventory.

4. Financial Management:

- a. The **PAROLE SUPERVISOR(S)** shall:
- Ensure that each Request for Purchase for bus tickets or postage stamps to be distributed by Case Management Parole Services are completed in accordance with Procedure 2101.05 Expenditure Authorization.
 - Ensure appropriate use of bus tickets, postage stamps, and other items distributed to employees and juveniles;
 - Assign an employee in each office to maintain logs for the accounting of all financial items distributed to employees and juveniles;
 - Report any lost or stolen items to their immediate supervisor and complete the appropriate incident reports;
 - Submit a monthly supplies inventory report utilizing Form 2103.08A Monthly Report for Bus Tickets and Postage Stamps, by the 15th of each month to the Urban Parole Administrator.

5. Parole Office Key Control:

- a. The **PAROLE SUPERVISOR(S)** shall:
- Ensure keys are made for Parole Office areas or furniture such as office entry doors, individual office doors, desks, and individual files, if necessary;
 - Issue respective key(s), as appropriate, to employees at each Parole Office;
 - Obtain a signed receipt for each key issued;
 - Maintain a log that documents the individuals to whom keys have been issued, the number, and types of keys issued (door, desk, file, etc.);
 - Collect and document receipt of all assigned keys from any Parole Officer when s/he is no longer assigned to the office.
6. The **PAROLE SUPERVISOR(S)** shall issue keys to the secretary's desk and/or to any designated secure, locked area within the office.
7. The **PAROLE SECRETARY OR OFFICE DESIGNEE** shall:
- Document the signing out of vehicle keys as part of the vehicle sign-out process; and
 - Secure keys to ADJC vehicles, office files, and other common access areas during non-office hours in his/her desk or a designated secure, locked area.
8. **PAROLE PERSONNEL** shall:
- Not allow any juvenile to possess ADJC keys at any time; and
 - Immediately report to their direct supervisor or designee if a key is lost, stolen, or damaged.
9. The **PAROLE SUPERVISOR(S)** shall conduct a quarterly inventory of all keys.

Signature Date

4/24/08

Approved by Process Owner

Patti Cordova
Patti Cordova, Assistant Director of Support Services
Division

Effective Date

4/24/08

Approved by

Michael D. Branham
Michael D. Branham, Director

